

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 5760.14C
Pers-662
9 September 1993

SECNAV INSTRUCTION 5760.14C

From: Secretary of the Navy
To: All Ships and Stations

Subj: NAVY-MARINE CORPS RELIEF
SOCIETY LOAN ASSISTANCE FOR
EMERGENCY LEAVE TRAVEL

Ref: (a) Navy-Marine Corps Relief Society
Manual, Chapter 3 (NOTAL)
(b) MILPERSMAN 3020280 (NOTAL)
(c) MCO P1050.3G, para 2012 (NOTAL)
(d) PAYPERSMAN 60301 (NOTAL)
(e) MCO P7220.45B para 20201 (NOTAL)

1. Purpose. To issue optional procedures for providing Navy-Marine Corps Relief Society (NMCRS) loan assistance for emergency transportation to service members who are unable to visit a NMCRS activity.

2. Cancellation. SECNAV Instruction 5760.14B.

3. Background. As stated in reference (a), NMCRS assists Navy and Marine Corps personnel who are in need of funds for transportation when leave has been approved due to death or critical illness of an immediate family member, or grandparents. Immediate family members are defined in references (b) and (c). Normally, assistance is obtained by applying in person to a NMCRS activity. NMCRS procedures in reference (a) allow commands to provide the needed assistance, with subsequent reimbursement from the Society.

4. Procedures

a. Under reference (a) when a member is unable to visit a NMCRS activity to obtain a loan, the command may provide assistance from its recreation fund when the need for financial assistance for emergency travel is established. The Society then will ensure that the command is promptly reimbursed and pursue repayment from the member under normal loan repayment procedures. These procedures can include converting the loan, in whole or in part, to a gratuity

if the member's circumstances indicate repayment would constitute an undue financial hardship.

b. Afloat commands should request reimbursement of emergency transportation loans made from local recreation funds by message to the NMCRS activity in their homeport. Shore commands not located near a NMCRS activity should send reimbursement requests to the Navy-Marine Corps Relief Society Headquarters, 801 North Randolph Street, Room 1228, Arlington, VA 22203-1978.

c. Command reimbursement requests will include the following:

(1) Service member's name, rate/rank, social security number, and military mailing address. (R)

(2) Name and relationship of the person(s) whose critical illness or death caused the emergency.

(3) Location of emergency. (A)

(4) Amount of loan.

(5) Statement of whether or not an allotment for repayment to NMCRS has been signed or registered following guidance in references (d) and (e). If registered, include date of first payment, monthly amount and duration of the allotment. (R)

d. The NMCRS prefers loan repayment by allotment. If the member feels repayment will be a financial hardship, he or she must contact the nearest NMCRS activity for a budget review. (R)

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